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Environment, Safety, and Health

Volume II

Part 21: Transportation

Document 21.5

Requirements for Transfer of Equipment and Property for Repair, Reuse, Maintenance, Storage, Excess, or Scrap

Recommended for approval by the ES&H Working Group

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21.5

Requirements for Transfer of Equipment and Property for Repair, Reuse, Maintenance, Storage, Excess, or Scrap*

Contents

1.0 Introduction	1
2.0 Potential Hazards of Equipment and Property Transfer	2
3.0 Procedures for Equipment and Property Transfer	2
3.1 Onsite Transfer of Equipment/Property for Repair, Reuse, or Maintenance	3
3.2 Offsite Transfer of Equipment/Property for Repair, Reuse, or Maintenance	4
3.3 Transfer of Equipment/Property for Storage	5
3.4 Transfer of Equipment/Property for Excess or Sale	7
3.5 Transfer of Equipment/Property for Scrap	8
4.0 Responsibilities.....	10
4.1 Equipment Custodian	10
4.2 Support Organizations	11
4.2.1 ES&H Team.....	11
4.2.2 Hazardous Waste Management.....	11
4.2.3 Donation, Utilization, and Sales Group.....	12
5.0 Additional Information.....	12
5.1 Contacts	12
5.2 Required Standards	13
5.3 Useful Resources	13

Appendices

Appendix A Terms and Definitions	14
Appendix B Summary of Procedures.....	15
Appendix C Equipment/Property Release Form	21

* Minor revision

21.5

Requirements for Transfer of Equipment and Property for Repair, Reuse, Maintenance, Storage, Excess, or Scrap

1.0 Introduction

This document describes the Lawrence Livermore National Laboratory's required procedures for transferring equipment and property onsite or offsite for repair, reuse, or maintenance. It also addresses the procedures for transferring equipment and property into long-term controlled storage, for sale as excess, or for disposal as scrap. It applies to all Lawrence Livermore National Laboratory (LLNL) equipment and property that was used to handle or store hazardous or radioactive materials and may be contaminated. (For the purposes of this document, the term "hazardous material" does not include explosives.) All LLNL personnel who wish to transfer such equipment or property must follow the procedures described in this document.

This document does not apply to several types of equipment or property. It does not apply to the following items:

- Equipment and property that has never come in contact with hazardous or radioactive materials. This property can be sent to DUS by placing the property in boxes or on a pallet, or in scrap metal hoppers/tote bins as appropriate. Only certain property can be placed in the scrap metal hoppers/tote bins. See DUS's "Frequently Asked Questions" sheet for guidance on the types of property that can be placed in the scrap metal hoppers/tote bins,

http://www-r.llnl.gov/ibis/property/DUS/DUS_faq.html.

Procedures for excessing these items can be obtained on the Property Management website at:

http://www-r.llnl.gov/ibis/property/property_guides/excess.html.

- Equipment or property that may contain explosive residues. For guidance on release of these items, contact your Environment, Safety, and Health (ES&H) Team explosive safety engineer.
- Disposal of hazardous or radioactive materials. Requirements for handling hazardous wastes, chemicals, and special nuclear materials can be found in Document 21.1, "Acquisition, Receipt, Transportation, and Tracking of Hazardous Materials," in the *ES&H Manual*. Guidelines for excessing unused and surplus chemicals can be obtained through the Chemical Exchange Warehouse:

http://www-erd.llnl.gov/orad/ppg_pages/capabilities/recycling/chew/chew_flyer.html.

Requirements for disposal of radiation-generating devices are contained in Document 20.3, "LLNL Radiological Safety Program for Radiation-Generating Devices," in the *ES&H Manual*.

Contact your ES&H Team for additional guidance on these issues.

Appendix A contains terms and definitions used in this document. Appendix B contains flowcharts that summarize the procedures discussed, and Appendix C contains a copy of the Equipment/Property Release Form. All other forms mentioned in this document are available online (see Section 5.3).

2.0 Potential Hazards of Equipment and Property Transfer

Every day, hundreds of equipment and property transfers take place at LLNL. The procedures discussed in this document were developed to prevent the spread of radioactive or hazardous materials during these transfers. Failure to follow these procedures when transferring potentially contaminated equipment and property could result in the unintentional exposure of workers and the public or violate federal and state laws. Therefore the equipment custodian must follow the appropriate procedures to prevent such exposure and properly relinquish control of the item.

3.0 Procedures for Equipment and Property Transfer

An equipment custodian must ensure that LLNL and Department of Energy (DOE) equipment and property are either free of radioactive or hazardous materials or appropriately controlled for transfer. The equipment custodian must follow the proper procedures when making these transfers. Failure to follow these procedures will result in the property's return to the custodian.

In general, the term "certify" means to assure or make certain that a particular standard or requirement has been satisfied. As used in this document, "certify" means to accept responsibility that the equipment or property in question has been appropriately characterized and is not contaminated with or does not contain hazardous or radioactive materials.

This document describes five procedures to use when transferring equipment or property. The custodian will follow a single procedure depending on the type of transfer involved. Transfers for storage, excess, or scrap involve the Donation, Utilization, and Sales Group (DUS Group).

See Table 1 to decide which subsection applies to a particular transfer. If you have trouble implementing any part of the applicable procedure, contact the ES&H Team for guidance.

Table 1. Procedures for equipment and property transfer

IF the transfer is for	THEN refer to
Onsite repair, reuse, or maintenance	Section 3.1
Offsite repair, reuse, or maintenance	Section 3.2
Long-term storage	Section 3.3
Excess or sale	Section 3.4
Scrap (i.e., scrap metal)	Section 3.5

3.1 Onsite Transfer of Equipment/Property for Repair, Reuse, or Maintenance

Follow these steps when transferring equipment and property onsite for repair, reuse, or maintenance.

1. Complete Box 1 on the Equipment/Property Release Form (hereafter referred to as "Release Form").
2. Determine if the equipment or property contains, or is contaminated with, hazardous or radioactive materials.
 - If you can certify that the equipment or property is not contaminated with hazardous or radioactive materials, skip Box 2 on the Release Form. Proceed to Step 4.
 - If you cannot certify that the equipment or property is free of hazardous or radioactive contamination, contact the health and safety technician to arrange for an evaluation of the item. The ES&H Team health physicist and/or industrial hygienist will develop the sampling strategy and evaluate the sampling results.
 - If the equipment or property meets the appropriate release criteria, proceed to Step 3.
 - If it does not meet the appropriate release criteria, contact the ES&H Team health physicist and/or industrial hygienist for suggested decontamination procedures and resampling. Or, if release with restrictions is possible, the Team will provide guidance on proper containment, labeling, and transportation of the contaminated item. (See Box 2 on the Release Form for release restrictions. Prior to such a transfer, make sure that onsite receivers know the item is radioactive or contaminated.) Proceed to Step 3.

3. Have the health physicist and/or industrial hygienist complete Box 2 on the Release Form for all items the custodian cannot certify.
4. Drain and manage all unencapsulated (free-flowing) liquids following guidance from the ES&H Team.
5. Place any equipment or property that contains (or contained) liquids in secondary containment.
6. If the item is property-numbered and its transfer will result in a change of ownership—either Property Center or custodian—complete Box 3 on the Release Form. Obtain the appropriate Property Center Representative's signature and initiate a Property Record Change Form (#LL-6345).
7. Prepare the item for transfer to the receiving organization. Attach all necessary paperwork (e.g., Release Form, analytical results, MSDS, etc.). Affix proper hazard warning labels to the item, as appropriate.
8. Complete Box 4 on the Release Form.
9. Arrange for transportation of the item. For large items, contact the Plant Engineering Whiz Tag Group.

3.2 Offsite Transfer of Equipment/Property for Repair, Reuse, or Maintenance

Follow these steps when transporting equipment or property offsite for repair, reuse, or maintenance.

1. Complete Box 1 on the Equipment/Property Release Form (hereafter referred to as "Release Form").
2. If repair is needed, check the equipment or property's warranty.
 - If the item is still under warranty, notify the Procurement and Materiel Department to make arrangements for repair.
 - If the item has a blanket maintenance order, contact the vendor to make arrangements for repair.
 - If the item is not covered by a warranty or blanket maintenance order, prepare a purchase order.
3. Determine if the equipment or property contains, or is contaminated with, hazardous or radioactive materials.
 - If you can certify that the equipment or property is not contaminated with hazardous or radioactive materials, skip Box 2 on the Release Form. Proceed to Step 5.

- If you cannot certify that the equipment or property is free of hazardous or radioactive contamination, contact the health and safety technician to arrange for an evaluation of the item. The ES&H Team health physicist and/or industrial hygienist will develop the sampling strategy and evaluate the sampling results.
 - If the equipment or property meets the appropriate release criteria, proceed to Step 4.
 - If it does not meet the appropriate release criteria, contact the ES&H Team health physicist and/or industrial hygienist for suggested decontamination procedures and resampling. Or, if release with restrictions is possible, the Team will provide guidance on proper containment, labeling, and transportation of the contaminated item. (See Box 2 on the Release Form for release restrictions. Prior to such a transfer, make sure that offsite receivers know the item is radioactive or contaminated.) Proceed to Step 4.
- 4. Have the health physicist and/or industrial hygienist complete Box 2 on the Release Form for all items the custodian cannot certify.
- 5. Drain and manage all unencapsulated (free-flowing) liquids following guidance from the ES&H Team.
- 6. Place any equipment or property that contains (or contained) liquids in secondary containment.
- 7. If the item is property-numbered and its transfer will result in a change of ownership—either Property Center or custodian—complete Box 3 on the Release Form. Obtain the appropriate Property Center Representative's signature and initiate a Property Record Change Form (#LL-6345).
- 8. Prepare the item for transfer to the receiving organization. Attach all necessary paperwork (e.g., Release Form, analytical results, MSDS, etc.). Affix proper hazard warning labels to the item, as appropriate.
- 9. Complete Box 4 on the Release Form.
- 10. Arrange for transportation of the item. For large items, contact the Plant Engineering Whiz Tag Group.

3.3 Transfer of Equipment/Property for Storage

Follow these steps before placing equipment or property into long-term controlled storage.

1. Contact the DUS Group Storage Coordinator to ensure that adequate storage space for the item is available.
2. If storage space is available, complete the Storage Request Form (#LL-4287).
3. Determine if the equipment or property contains, or is contaminated with, hazardous or radioactive materials.
 - If you can certify that the equipment or property is not contaminated with hazardous or radioactive materials, send the Storage Request Form (green copy) to the DUS Group at mailcode L-697. Follow the controlled storage procedures found in "Storage" (Guide No. 302) on the Property Management Home Page:
https://www-ais.llnl.gov/llnl_only/docs/bsd/property/property.html

Do not follow the remaining procedures in Section 3.3 of this document.

- If you cannot certify that the equipment or property is free of hazardous or radioactive contamination, complete Box 1 on the Equipment/Property Release Form (hereafter referred to as "Release Form"). Contact the health and safety technician to arrange for an evaluation of the item. The ES&H Team health physicist and/or industrial hygienist will develop the sampling strategy and evaluate the sampling results.
 - If the equipment or property meets the appropriate release criteria, proceed to Step 4.
 - If it does not meet the appropriate release criteria, contact the ES&H Team health physicist and/or industrial hygienist for suggested decontamination procedures and resampling. Or, if release with restrictions is possible, the Team will provide guidance. (See Box 2 on the Release Form for release restrictions.) Proceed to Step 4.
4. Have the health physicist and/or industrial hygienist complete Box 2 on the Release Form for all items the custodian cannot certify.
 5. Drain and manage all unencapsulated (free-flowing) liquids following guidance from the ES&H Team.
 6. Place any equipment or property that contains (or contained) liquids in secondary containment.
 7. Prepare the item for transfer to the DUS Group. Affix proper hazard warning labels to the item, as appropriate.
 8. Complete Box 4 on Release Form. Box 3 does not apply.
 9. Send the Storage Request Form (green copy) and other necessary paperwork (e.g., Release Form, analytical results, MSDSs, etc.) to the DUS Group at mailcode L-697.

10. Notify the DUS Group that the item is ready for transport. The DUS Group will arrange for an inspection and transportation to the storage location.

3.4 Transfer of Equipment/Property for Excess or Sale

Follow these steps when transferring equipment or property for excess or sale.

1. Determine if the equipment or property contains, or is contaminated with, hazardous or radioactive materials.
 - If you can certify that the equipment or property is not contaminated with hazardous or radioactive materials, complete the Excess Equipment Card (#LL-6348). Follow the procedures found in "The Excess Process" (Guide No. 203) on the Property Management Home Page:

https://www-ais.llnl.gov/llnl_only/docs/bsd/property/property.html

Do not follow the remaining procedures in Section 3.4 of this document.
 - If you cannot certify that the equipment or property is free of hazardous or radioactive contamination, complete Box 1 on the Equipment/Property Release Form (hereafter referred to as "Release Form"). Contact the health and safety technician to arrange for an evaluation of the item. The ES&H Team health physicist and/or industrial hygienist will develop the sampling strategy and evaluate the sampling results.

- If the equipment or property meets the appropriate release criteria, proceed to Step 2.
 - If it does not meet the appropriate release criteria, contact the ES&H Team health physicist and/or industrial hygienist for suggested decontamination procedures and resampling. Or, if release with restrictions is possible, the Team will provide guidance on proper containment, labeling, and transportation of the contaminated item. (See Box 2 on the Release Form for release restrictions. Prior to such a transfer, make sure that onsite and offsite receivers know the item is radioactive or contaminated.) Proceed to Step 2.
2. Have the health physicist and/or industrial hygienist complete Box 2 on the Release Form for all items the custodian cannot certify. Contact the DUS Group to discuss available options for the item's excess or sale.
 3. Drain and manage all unencapsulated (free-flowing) liquids following guidance from the ES&H Team.
 4. Place any equipment or property that contains (or contained) liquids in secondary containment.

5. If the item is property-numbered, complete Box 3 on the Release Form and obtain the appropriate Property Center Representative's signature.
6. Prepare the item for transfer to the DUS Group. Attach all necessary paperwork (e.g., Release Form, analytical results, MSDSs, etc.). Affix proper hazard warning labels to the item, as appropriate.
7. Complete Box 4 on the Release Form.
8. Arrange for transportation of the item. For large items, contact the Plant Engineering Whiz Tag Group.
9. If the item is not picked up or sold, the DUS Group will notify the equipment custodian. The custodian will be responsible for arranging disposal.

Note: A program may decide to "excess in place" its contaminated equipment provided that 1) the current storage location provides adequate long-term storage, and 2) the facility owner accepts responsibility for the equipment's long-term care and eventual disposition. Contact the DUS Group for more information.

3.5 Transfer of Equipment/Property for Scrap

Equipment or property that is no longer useful may be recycled offsite for its basic metal content. If the item meets the definition of scrap metal, California does not regulate it as a hazardous waste.

The California Code of Regulations, 22 CCR 66260.10, defines scrap metal as manufactured solid metal objects and products; metal workings, including cuttings, trimmings, stampings, grindings, shavings, and sandings; and solid metal residues of metal production. Scrap metal can include items such as nuts and bolts, piping, metal stock, computer components, and equipment.

The following items do not qualify as scrap metal:

- Lead-acid storage batteries.
- Waste elemental mercury.
- Water reactive metals.
- Magnesium and beryllium borings and other workings.
- Sludges, powders, semi-solids, or liquids containing hazardous metal.

Any metal that is contaminated with or contains hazardous waste or free-flowing liquids must be evaluated to determine if it qualifies as scrap metal or must be regulated as hazardous waste.

Follow these steps before transferring equipment or property for recycling as scrap metal.

1. Determine if the equipment or property qualifies as scrap metal. If you are unsure whether the item qualifies, contact the ES&H Team environmental analyst for assistance.
2. Determine if the equipment or property contains, or is contaminated with, hazardous or radioactive materials. Also determine if the item has ever contained encapsulated or unencapsulated (free-flowing) liquids.

- If you can certify that the equipment or property is not contaminated with hazardous or radioactive materials, complete the Excess Equipment Card (#LL-6348). Follow the procedures found in "The Excess Process" (Guide No. 203) on the Property Management Home Page:

https://www-ais.llnl.gov/llnl_only/docs/bsd/property/property.html

Do not follow the remaining procedures in Section 3.5 of this document.

- If you cannot certify that the equipment or property is free of hazardous or radioactive contamination, complete Box 1 on the Equipment/Property Release Form (hereafter referred to as "Release Form"). Contact the ES&H Team environmental analyst to arrange for an evaluation of the item. The ES&H Team health physicist, industrial hygienist, and environmental analyst will develop the sampling strategy and evaluate the sample results.
 - If the equipment or property meets the appropriate release criteria as well as applicable environmental requirements, proceed to Step 3.
 - If it does not meet the appropriate release criteria, contact the ES&H Team health physicist and/or industrial hygienist for suggested decontamination procedures and resampling. Once scrap metal meets the release criteria, proceed to Step 3. (If the equipment or property cannot be cleaned cost effectively or released with restrictions, contact the environmental analyst for disposal guidance.)
- 3. Have the environmental analyst complete Box 2 on the Release Form for all items the custodian cannot certify. The environmental analyst will obtain the health physicist and/or the industrial hygienist's signature if necessary.
- 4. Drain and manage all liquids following guidance from the ES&H Team. All *encapsulated* and *unencapsulated* (free-flowing) liquids must be drained from the equipment or property.
- 5. Place equipment or property that contained liquids in secondary containment.
- 6. If the item is a property-numbered, complete Box 3 on the Release Form. Obtain the Property Center Representative's signature and complete the Retirement Form. All

property-numbered items must be retired in the Property Management Database prior to sending the item to the DUS Group. For information on the retirement process and a copy of the Retirement Form, see "Retiring A Property Numbered Item" (Guide No. 204) on the Property Management Home Page:

https://www-ais.llnl.gov/llnl_only/docs/bsd/property/property.html

7. Complete Box 4 on the Release Form.
8. Prepare the equipment or property for transfer to the DUS Group. Attach all necessary paperwork (e.g., Release Form, analytical results, MSDSs, etc.). Affix proper hazard warning labels to the item, as appropriate.
9. Arrange for transportation of the item. For large items, contact the Plant Engineering Whiz Tag Group.

4.0 Responsibilities

Each organization is responsible for ensuring that the management of contaminated equipment and property complies with all DOE and Department of Transportation regulations as well as other federal, state, and local laws and LLNL policy. Workers involved in the repair, reuse, maintenance, storage, excess, and scrap of equipment or property are responsible for following the procedures outlined in this document. General ES&H responsibilities are described in Document 2.1, "Laboratory and ES&H Policies, General Worker Responsibilities, and Integrated Safety Management," in the *ES&H Manual*. Until completion of the appropriate transfer procedure, the equipment custodian retains custody of the equipment or property.

4.1 Equipment Custodian

The equipment custodian must follow this document's requirements when transferring equipment or property to another LLNL employee; to an offsite or onsite organization for repair, reuse, or maintenance; or to the DUS Group for storage, excess, or scrap. In addition the equipment custodian shall:

- Provide all available information about the property's historical use, including a description of any use or contamination with hazardous or radioactive materials.
- Certify that the equipment or property is free of contamination and unencapsulated (free-flowing) liquids or request assistance from the ES&H Team.

- Ensure that the item is safely handled during sampling and preparation for transport.
- If sampling indicates that the contamination level exceeds the appropriate release criteria, have the item decontaminated; follow the required containment, labeling, and transportation procedures specified by the ES&H Team; or arrange for disposal.
- Retain custody of the equipment or property until completion of the appropriate transfer procedure.

4.2 Support Organizations

These organizations can assist the equipment custodian with the requirements of this document.

4.2.1 ES&H Team

The ES&H Team provides support on all ES&H issues. When transferring equipment or property the Team will:

- Survey the equipment or property for radioactive or hazardous contamination. Determine the appropriate sampling procedures, collect samples for analysis, and interpret the results to characterize the item.
- Determine if the equipment or property is releasable and note any restrictions on the Equipment/Property Release Form.
- Advise equipment custodians of proper decontamination procedures or containment, labeling, and transportation requirements as appropriate.
- Determine if the equipment or property can be handled as scrap.

4.2.2 Hazardous Waste Management

The Hazardous Waste Management field technician will assist the equipment custodian with the following:

- Provide appropriate labels and containers for storing fluids and oils drained from the equipment or property.
- Provide guidance for storage and disposal of hazardous waste.
- Assist and perform decontamination of equipment, as appropriate, under the ES&H Team's guidance.
- Collect samples of bulk liquids from items intended for excess or sale.

4.2.3 Donation, Utilization, and Sales Group

The DUS Group shall:

- Ensure that the documentation is complete (e.g., Equipment/Property Release Form, Excess Equipment Card, Storage Request Form, results from equipment analyses, and MSDSs).
- Enter the equipment or property description into the property database, including any information provided about internal contamination.
- Keep the equipment or property in secondary containment while in storage, if appropriate. Containment that is no longer needed, will be returned to the equipment custodian, if requested.
- Notify the equipment custodian if an excessed item is not picked up or sold.

5.0 Additional Information

5.1 Contacts

Contact the following for further information or assistance:

- Hazards Control Department, (ext. 2-8253)
 - ES&H Team 1, (ext. 2-5211)
 - ES&H Team 2, (ext. 2-6126)
 - ES&H Team 3, (ext. 2-8794)
 - ES&H Team 4, (ext. 3-9562)
 - ES&H Team 5, (ext. 3-8336)
- Donation, Utilization, and Sales Group, (ext. 3-4704)
- Plant Engineering Whiz Tag Group, (ext. 2-9444)
- Hazardous Waste Management Division, (ext. 3-1996)
- Procurement and Materiel Department, (ext. 3-3448)
- Chemical Exchange Warehouse, (ext. 4-5055)

http://www-erd.llnl.gov/orad/ppg_pages/capabilities/recycling/chew/chew_flyer.html

5.2 Required Standards

California Department of Toxic Substances Control, "Definitions", 22 CCR 66260.10.

U.S. Department of Energy, "Occupational Radiation Protection," 10 CFR 835 (as implemented in Document 20.5, "Occupational Radiation Protection—Implementation of 10 CFR 835," in the *ES&H Manual*).

U.S. Department of Energy, "Radiation Protection of the Public and the Environment," DOE Order 5400.5.

5.3 Useful Resources

Except for the Equipment/Property Release Form included in Appendix C, the forms mentioned in this document are available on the Property Management Home Page in the "Forms" section

https://www-ais.llnl.gov/llnl_only/docs/bsd/property/property.html

Many of the documents are also available online on the Electronic Forms Automation Home Page

http://www.llnl.gov/llnl_only/eforms/

MSDSs are available online through ChemTrack

<http://chemtrack.llnl.gov:1600>

Or call the ChemTrack Hotline, (ext. 4-4404).

Onsite Hazardous Materials Packaging and Transportation Safety Manual

http://www-r.llnl.gov/hmpts/pdfs/HMPTS_Manual.pdf

Appendix A

Terms and Definitions

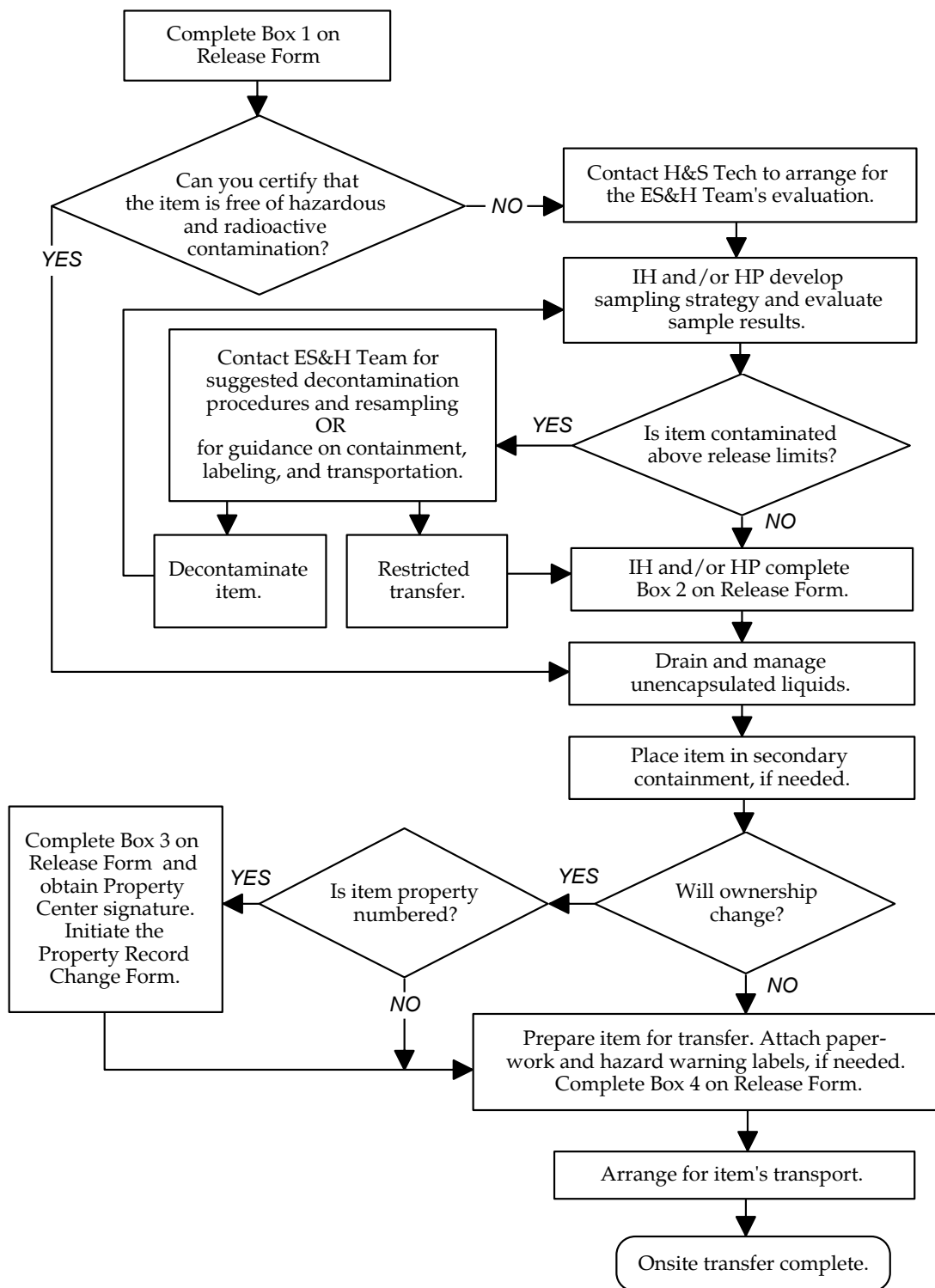
Certify	To accept responsibility that the equipment or property in question has been appropriately characterized and is not contaminated with and does not contain hazardous or radioactive materials.
Encapsulated liquids	Liquids or oils in sealed equipment cavities. Examples include fluids and oils contained in enclosed and sealed cavities (such as gear boxes, lathe head stocks, closed hydraulic systems, and vacuum pumps).
Equipment custodian	The person responsible for maintaining the equipment/property in question. The equipment custodian must retain custody of the equipment or property until completion of the appropriate transfer procedures.
Excess	Property that is obsolete or no longer required for programmatic needs. These items are made available to other areas within LLNL. They can be acquired by government agencies or their contractors, universities or schools, or sold to the public for the purposes originally intended (i.e., not scrap).
Hazardous materials	For the purposes of this document, the term "hazardous materials" does not include explosives.
Release criteria	The level of contamination below which an item may be released to the general public. The ES&H Team provides specific criteria for each item.
Reuse	Use of an item at a new location or by a new custodian for the purpose originally intended.
Scrap	Property that can no longer be used but may be recycled for its basic material value.
Unencapsulated liquids	Liquids (e.g., oils, cleaning solvents, cutting fluids, coolants) that (1) are not contained in an enclosed, sealed cavity, and (2) could spill during transportation or movement.

Appendix B

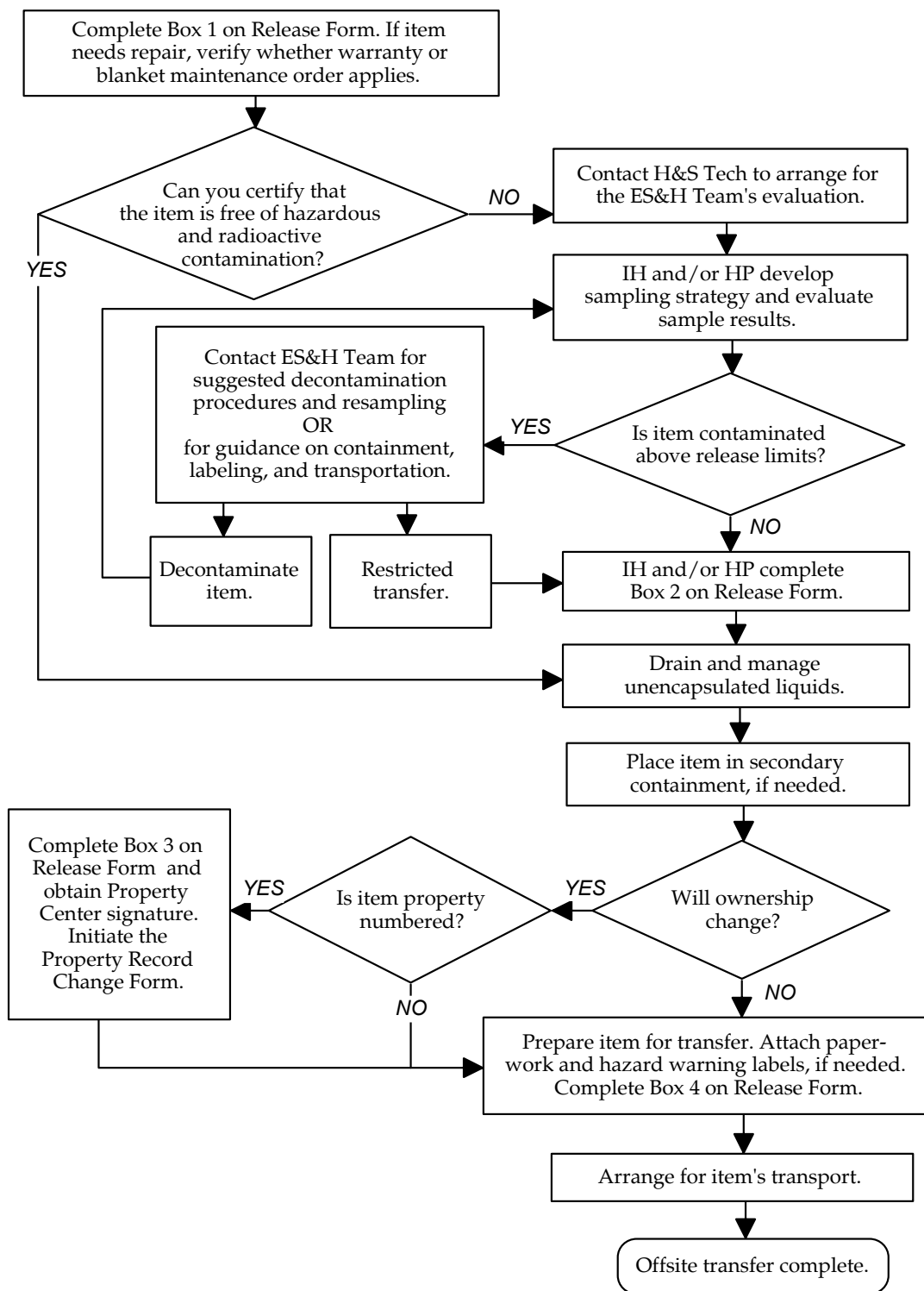
Summary of Procedures

This appendix contains flowcharts depicting the five transfer procedures described in Section 3.0 of this document.

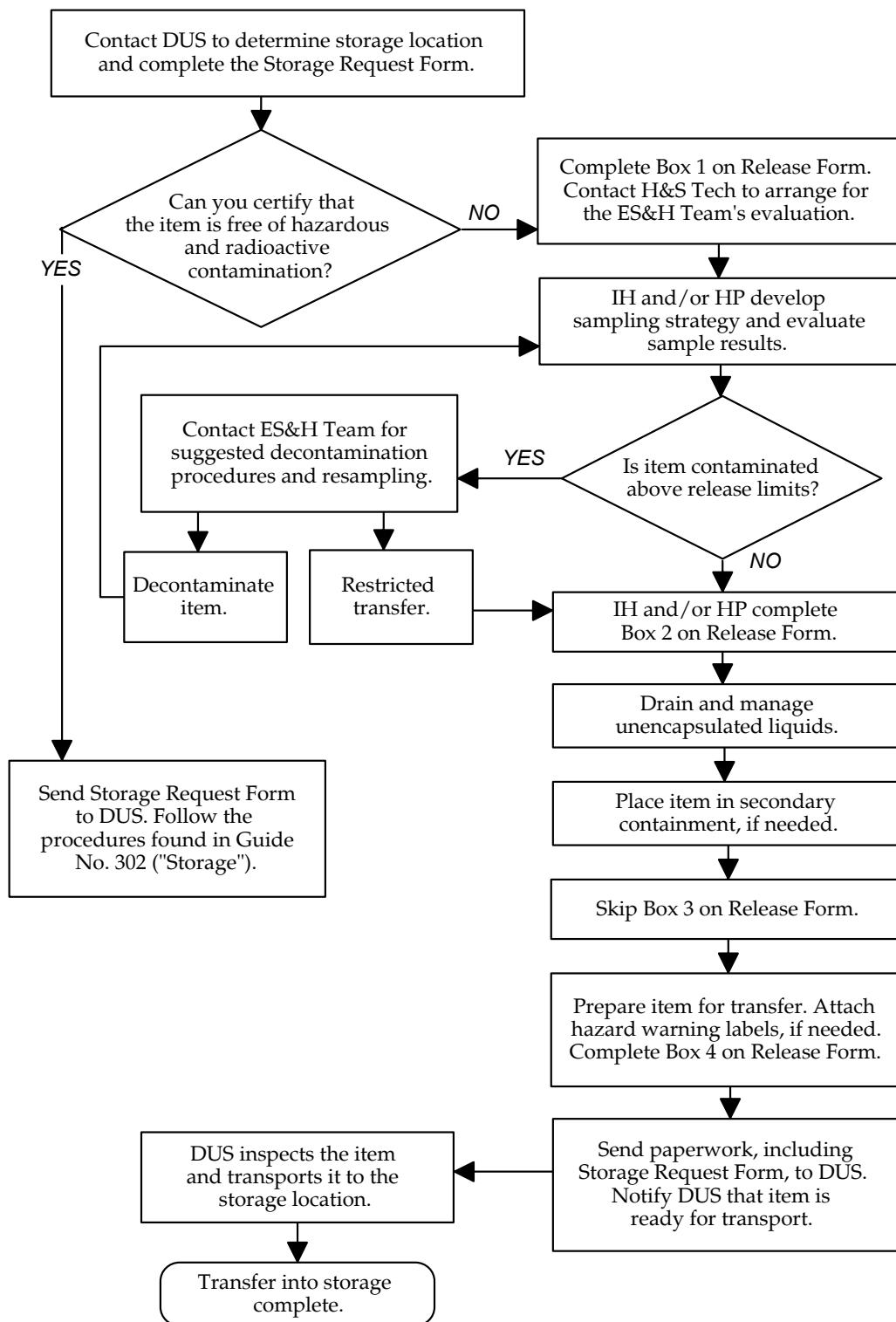
Onsite Transfer of Equipment/Property



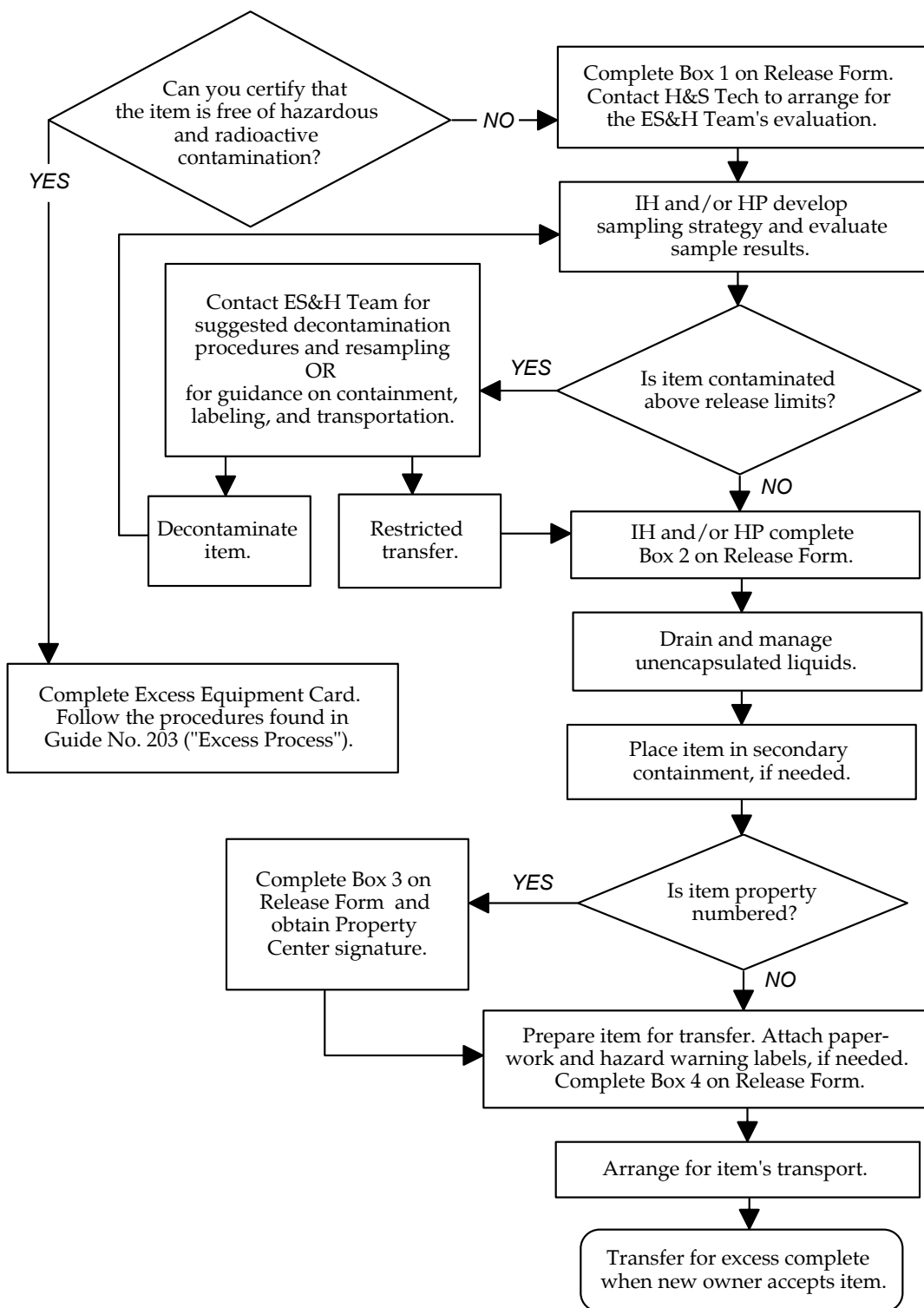
Offsite Transfer of Equipment/Property



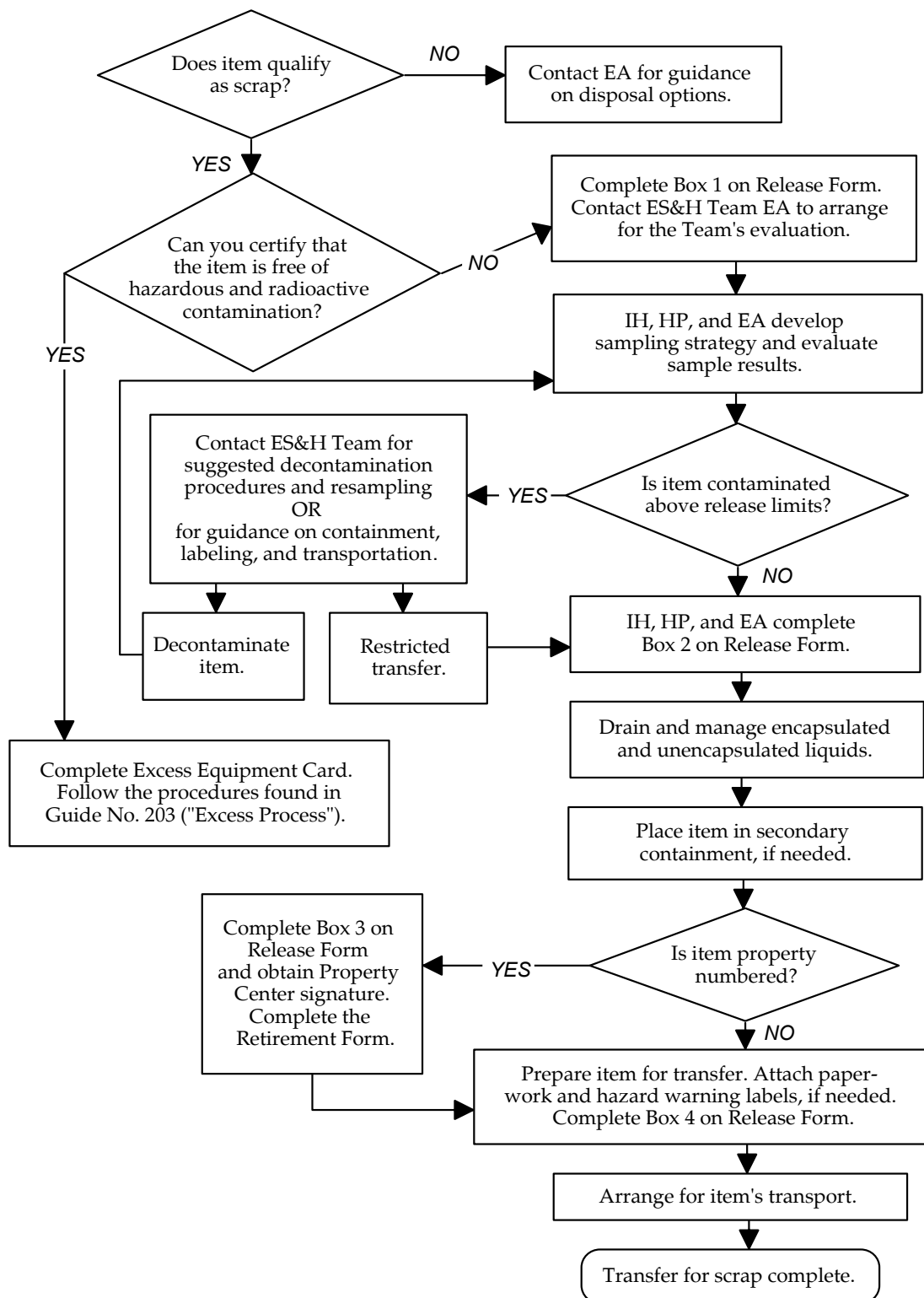
Transfer of Equipment/Property for Storage



Transfer of Equipment/Property for Excess or Sale



Transfer of Equipment/Property for Scrap



Appendix C
Equipment/Property Release Form

This appendix contains a copy of the Equipment/Property Release Form.

**Lawrence Livermore
National Laboratory**
Equipment/Property Release Form
(Refer to Document 21.5 in the *ES&H Manual*)

Box 1: Custodian must complete this section for all items.

Item Description				
Condition: (check one) Good/Useable <input type="checkbox"/> Needs minor repairs <input type="checkbox"/> Needs major repairs <input type="checkbox"/> Unusable <input type="checkbox"/>				
Manufacturer	Model	Serial #	Original cost	Acquisition date
Current location of equipment			Building	Room
Submitted by (name)		Employee #	Extension	Date
Release for: (check one) Repair/Maintenance <input type="checkbox"/> Reuse <input type="checkbox"/> Storage <input type="checkbox"/> Excess/Sale <input type="checkbox"/> Scrap <input type="checkbox"/>				

Box 2: ES&H Team must complete this section for all items custodian cannot certify.

ES&H Team Disciplines:	Signature Required?	The following restrictions/precautions apply:
Industrial Hygienist (name and signature)	Yes No	
Health Physicist (name and signature)	Yes No	
Environmental Analyst (name and signature)	Yes for scrap only	
Analytical Sample Number(s)		
Date	IS THIS PROPERTY RELEASABLE? YES NO	

Box 3: Custodian and Property Center must complete this section for all controlled and attractive items.

Property #	Releasing Property Center Name	Property Center Representative Signature	L-code
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Box 4: Custodian must complete this section for all items.

Yes	N/A	Have you completed the following:
		Appropriate ES&H Team Disciplines have evaluated the item.
		Unencapsulated liquids, if any, have been drained.
		MSDS(s) is attached for any encapsulated fluids remaining in the equipment
		Secondary containment has been provided.
		<i>For machine tools:</i> Machine Tool Services has been notified that the equipment will be disposed of.
Can you certify that the equipment or property is not contaminated with hazardous or radioactive materials? If so, initial the box at right.		Initials
Custodian (name and signature)		Date

Box 5: Excess Turn-in Center personnel complete this section

E-Tag	Received By	Date Received	Building	Room
Condition code	Comments			

Attachments: Sample Analysis Sheet(s) • Material Safety Data Sheet(s) • Storage Request